



Embassy of the United States of America
Moscow, Russia

September 11, 2014

U.S. Embassy Moscow Russia
8 Bolshoy Devyatinsky per., Moscow 121099 Russia

Minutes from Pre-Proposal Conference of 10 September, 2014

Subject: Solicitation for Local Transportation of Diplomatic Pouch Bags.

Introduction

Attended:

U.S. Embassy:

Robert Burnett, Contracting officer;
Vladimir Yeremkin, Contract manager;
Natalia Zernova, Purchasing Agent;
Victoria McCann, COR

Companies:

Gosselin
Interdean
IWM
Logo +
Team Relocations

The Contracting Officer welcomed all attendees, introduced representatives of the COR and the Contract Specialist

Discussion of the Solicitation Package

The following sections of the solicitation were highlighted:

- General requirements
- Work performance statement
- Important FAR and DOSAR provisions
- Instructions to Offerors
- Evaluation factors

Questions:

Five questions were asked prior to the conference and the answers to these questions were provided during the conference. The list of questions and answers is attached to this document.

It was suggested by the COR and supported by the Contracting Officer that the solicitation should be amended, because of the changes in schedules and pricing section. The amendment will be issued by the Embassy and published on the Embassy Internet site and FedBizOpps.

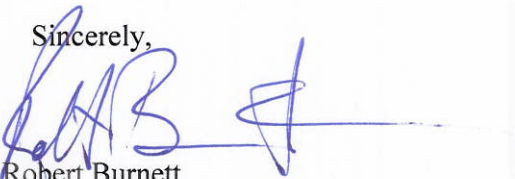
The companies were invited to send their further questions in writing to the attention of the Contracting Officer. The answers will be provided to all companies on the solicitation mailing list.

The attendees were shown to the Embassy mailroom where they could see the samples of pouch bags, pouch seals, the mailroom facilities, and the loading platform.

Conclusion

The conference concluded and attendees were thanked for their presence and expression of interest in serving the U.S. Government. The meeting was adjourned.

Sincerely,



Robert Burnett
Contracting Officer

Enclosure:
Questions and Answers

QUESTIONS RECEIVED BY THE GSO PRIOR TO THE PREPROPOSAL
CONFERENCE

Question 1:

What does number 156 mean in the pricing schedule of the solicitation.

Answer:

This is estimated number of pouch pick up/delivery actions (runs) to be performed by the contractor during the one year of the contract

Question 2:

Airport terminal charges depend on the shipment weight. In what unit these charges will be calculated?

Answer:

We will amend the solicitation to change CLIN 5 for the customs clearance – these should be based on the weights.

Question 3:

CLIN 3. The transportation cost does not depend on the shipment weight. The larger the weight is, the less expensive the transportation cost for 1 kilo would be.

Answer:

We will amend the solicitation by changing the CLIN 3 for transportation – will make it fixed.

Question 4:

What could be the reason for prices renegotiations? If the prices are fixed for 5 years, there is a risk that expenses will grow in a couple of years, and there will be no profit for the contractor.

Answer:

The prices for services will not change during the life of the contract. They may not be considered for changing due to currencies fluctuations. The only reason to renegotiate prices – if the Russian Government passes the law which affects the company's expenses: taxes, minimal wages, etc.

Question 5:

It's unclear who will be paying for the airfreight from Moscow to Washington DC.

Answer:

The Contractor shall pay for the outgoing freight and later includes this charge to the invoice.

QUESTIONS RECEIVED BY THE GSO AFTER THE PREPROPOSAL CONFERENCE

Question 6:

Should the documents in support of the proposal such as financial statement, tax inspection statement, etc be translated in English from Russian?

Answer:

The documents from Russian authorities or company's licenses or certificates may be included in the proposals and their translation in English is not necessary. We ask that the basic meaning of the documents and key points be translated in English.

Question 7:

Should the prices printed in III.F. GRAND TOTAL FOR BASE AND ALL OPTION YEARS include VAT?

Answer:

The VAT if applicable should be added to the prices offered by quoters as separate line items. The Grand Total for base and all option years' prices should be VAT exclusive.

Question 8:

Can the prices offered by quoters be in US Dollars?

Answer:

Please refer to III Pricing, paragraph C of the solicitation (page 4):

(c) OFFERS AND PAYMENT IN US DOLLARS – U. S. firms are eligible to be paid in U.S. Dollars. U.S. Firms desiring to be paid in U.S. dollars should submit their offers in U.S. dollars. A U.S. firm is defined as a company which operates as a corporation incorporated under the laws of a state within the United States.

FOREIGN FIRMS – Any firm, which is not a U.S. firm, is a foreign firm. Any firm that does not meet the above definition of U.S. firm shall submit its prices and receive payment in local currency.